

Helen Keller JOB ANNOUNCEMENT

Program Specialist, Vision Program

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities that are striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

Background

Recognizing a lack of accessible, adequate vision care among low-income adults and children in the US, Helen Keller International established the US Vision Program (formerly known as ChildSight®). Since 1994, Helen Keller has provided free vision screenings for more than 2.2 million individuals in the United States and provided more than 375,000 of them with prescription eyeglasses to solve common vision problems.

Helen Keller is seeking a Program Specialist to join a dynamic our team to manage program activities at assigned locations in and around the five boroughs.

Key Responsibilities

With support and supervision from the Program Officer or Manager, the Program Specialist provides on-site supervision of program services to target communities that follow program guidelines.

Direct Services

- Provide on-site supervision and conduct on-site program processes such as vision screening, refraction assessment, eyeglass selection and ordering, assembly and distribution of eyeglasses, and completion of all program paperwork.
- Travel to schools and/or other host locations in target communities with materials needed to conduct program activities.
- Partner with representatives at host location to set up space to ensure safe and smooth operations. Break down and pack up at close of day.
- Complete data collection and submit for processing of invoices as well as reports.
- Support the training of staff and contractors on program protocols and provide guidance and correction, as needed.
- Create a supportive working environment to deliver expected results. Guide staff and consultants to achieve goals and contribute to an atmosphere conducive to professional growth and development.
- Provide support and supervision to assigned Program Assistants to ensure successful program implementation and proper management of team activities.
- Schedule and conduct regular Performance Conversations with assigned team of Program Assistants and complete annual performance reviews.
- Conduct educational information sessions to program participants and families/guardians regarding the screening assessment, vision health, potential vision difficulties, and treatments as needed.

- Cultivate and maintain relationships with key program partners to assist in gathering information and collecting data on program participants.

Administrative Duties

- Collect and prepare data results from impact surveys and share results with the Program Officer.
- Provide feedback in the design, testing, and implementation of the program materials including, but not limited to, impact surveys, and outreach and educational materials for program participants and families/guardians.
- Assure understanding and adherence to HIPAA policy and procedures (national standards to protect sensitive patient health information) by program staff and school personnel.
- Follow Helen Keller's procedures for maintaining all program files, records and documents to ensure HIPAA compliance.

Required Skills/Abilities

- Professional communication skills. Strong people skills including the ability to communicate effectively across cultures.
- Solid organizational skills and reliable attention to detail.
- Demonstrated ability to liaise effectively with community partners, troubleshoot issues, propose solutions and take proactive approaches to improve program processes including:
 - asking for information in a way that is clear and specific; and
 - interacting with internal colleagues and community partners with diplomacy and tact.
- Oral and written proficiency in Spanish is *strongly preferred*.
- Ability to work independently and prioritize workload, assume responsibility for work, and follow through to completion.
- Ability and willingness to work under pressure with a positive attitude as a part of a team.
- Willingness to travel within the targeted communities, potentially using own personal vehicle, with supplemental business insurance to be reimbursed by Helen Keller.
- Demonstrable respect for all persons regardless of religion, ethnicity, class, or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional, ethical standards.
- Basic computer literacy sufficient to input quality data into database of record.
- Ability to lift and transport boxes of eyeglasses and/or required daily program equipment that may weigh up to 25 pounds.

Education and Experience

- Bachelor's degree plus 2 years related experience, or equivalent combination of education and experience.
- Prior supervisory experience.
- Experience working in school and/or health settings and with adolescents preferred.

Compensation:

The midpoint of the salary range for this position is \$27.60 per hour with a minimum of \$23 and a maximum of \$32.20 per hour.

Actual base salary may vary based upon, but not limited to, relevant experience, base salary of internal peers, and business sector.

Conditions

The position is part-time with variable hours each week and is primarily active during the academic year when schools are open.

To Apply

Qualified candidates should submit a cover letter and resume to usvp.recruitment@hki.org.

Note is subject line: Program Specialist_ New Jersey. Applications will be accepted until the position is filled.

In the spirit of the extraordinary ability and vision of our founder, Helen Keller Intl fosters an environment of fairness and belonging for our workforce.

Helen Keller Intl is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment.